

Last Updated – January 5, 2023

It is the school's responsibility to make sure that every answer sheet submitted for scanning has been first reviewed to make sure that:

- The student's ID number is exactly as it appears in Level 0
- Every question on Side 2 has one completed score bubble.

DO

- **SHARE WITH YOUR STAFF GUIDELINES AND SAMPLES FOR QUALITY CONTROL.**
 - These documents can also be found on our [website](#).
- **USE ONLY BLUE OR BLACK INK AS DIRECTED ON BOTH SIDES OF THE SHEET.**
 - Go over the bubbles if any other item was used (ex. pencil or red ink).
- **CODE TEACHERS PROPERLY AS DIRECTED ON SIDE 2 OF THE SHEET.**
- **NEATLY WRITE WALK-IN STUDENT'S LEVEL 0 ID ON BOTH SIDES OF THE SHEET:**
 - Side 1 – In the box in the lower left.
 - Side 2 – On the line in the upper right.
- **COMPLETE ONE SCORE BUBBLE PER QUESTION ON SIDE 2 OF THE SHEET.**
- **ASSIGN A STAFF MEMBER TO REVIEW EACH SHEET PRIOR TO SHIPPING FOR SCANNING.**

DO NOT

- **DO NOT CROSS OUT ANY BAR CODES!**
 - Student's pre-printed Level 0 ID -
 - If the ID is incorrect, use a white mailing label and cover the entire bar code. Then, neatly write the student's correct Level 0 ID.
 - School's pre-printed ID (bar code in lower right of Side 1) -
 - If your student used a different school's answer sheet, leave it alone! The bar code will be changed prior to scanning when you submit the sheet in a separate batch with a note indicating the name of the correct school.
- **DO NOT USE LIQUID WHITE OUT!**
 - Follow the directions for correctly changing a choice of bubble.
 - For scoring total changes, neatly cross out the incorrect total and neatly write the correct total next to it.
- **DO NOT USE A MARKER TO SCORE ANSWER SHEETS!**
 - Markers bleed through to the other side and will be an issue when scanning.
- **DO NOT SUBMIT AN ANSWER SHEET THAT, ON SIDE 2:**
 - Is missing even a single score bubble because scanning will indicate an error!
 - Has improperly completed score bubbles because scanning will indicate an error!
 - This refers to putting a small dot in the bubble or a scribble in the bubble.
 - Has multiple completed score bubbles for a single question because scanning will indicate an error!
 - This refers to completing more than one bubble for the same question.